



STATE OF TENNESSEE
TENNESSEE HOUSING DEVELOPMENT AGENCY

**REQUEST FOR PROPOSALS # 31620-00709
AMENDMENT # 2
FOR WEATHERIZATION ASSISTANCE PROGRAM**

DATE: July 21, 2023

RFP # 31620-00709 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		JULY 5, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	JULY 10, 2023
3. Notice of Intent to Respond Deadline	2:00 p.m.	JULY 11, 2023
4. Written "Questions & Comments" Deadline	2:00 p.m.	JULY 14, 2023
5. State Response to Written "Questions & Comments"		JULY 21, 2023
6. Response Deadline	2:00 p.m.	JULY 31, 2023
7. State Completion of Technical Response Evaluations		AUGUST 7, 2023
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	AUGUST 8, 2023
9. Negotiations		AUGUST 9-11, 2023
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	AUGUST 15, 2023
11. End of Open File Period	4:30 p.m.	AUGUST 22, 2023
12. State sends contract to Contractor for signature		AUGUST 24, 2023
13. Contractor Signature Deadline	2:00 p.m.	AUGUST 29, 2023

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>1. In the sample contract Under section A Scope - A.4. Service Requirements:</p> <p>The Contractor shall perform the on-site inspection within a maximum of ten (10) business days from date of request unless the delay is the fault of the client. If the on-site inspection is delayed due to client related issues, the Contractor shall document the reason for the delay along with steps taken by the Contractor to minimize any delay. The Contractor shall include the documentation of the delay with the final report.</p> <p>10 Business days from request is too short.. Most states give 30 days, as it takes time to contact client, mobilize etc. Our calendar is typically booked out 30 days at least in advance. Can this be changed to 30 days? Is there flexibility in this?</p>	<p>Yes, THDA can provide flexibilities with the 10 business day requirement. The purpose of the 10-day window was to expedite the visit, when possible. Our goal is to have the unit monitored shortly after the WAP work is performed. The inspections can be completed within 30 days.</p>
		<p>2. The Contractor shall contact the client in advance to schedule the on-site inspection, at the client's convenience. The Contractor may contact the client verbally or in writing, but the Contractor shall retain documentation of the correspondence and shall make the documentation available to the State, upon request.</p> <p>Prefer and best option is for the Subgrantee agency to contact their client. Clients do not know us; the subgrantee has the relationship with the client - it is better if the Agency handle scheduling – this is typical for most states and CHP's preference. I ask this as if this is put on CHP it can change the costs due to increased administrative work. Please advise.</p>	<p>THDA is ok with having the Subgrantees schedule the calls and visits. The only concern would be on availability. As long as the Vendor selected provides some sort of calendar for visits to the Subgrantees in advance, we are confident this could be coordinated between the two parties.</p>

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>3. The Contractor shall provide a written report with inspection results within a maximum of five (5) business days from the date the inspection is conducted, utilizing a template provided by the State. The Contractor shall ensure that the report includes digital pictures of measures inspected, with annotations for each picture that identifies the specific measure documented.</p> <p>In the past we have had 10 business days – ask that this be modified if possible – 5 days can be restrictive in collecting answers etc. to issues found in the field.</p>	<p>Yes, THDA can provide flexibilities with the 5 business day requirement. 10 business days would be acceptable.</p>
		<p>4. If the unit failed the post-weatherization state inspection, the Contractor shall conduct an on-site subsequent(s) inspection once the responsible party has corrected any identified deficiencies.</p> <p>Can this be done virtually? As this would save potentially driving 10 hours to see a water heater wrap... also a cost consideration. CHP has done virtual QCIs for TN in the past. I don't recommend this for everything, but for corrective measures it is very cost effective for all parties.</p>	<p>THDA would allow virtual inspections for some items that failed, except for items that require diagnostics such as H&S, CAS or CAZ (combustion appliances).</p>

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.